



ARIZONA DEPARTMENT OF EDUCATION

Inside SAIS

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This Issue

Introduction to
Inside SAIS

SDSPED71 SPED
Report

SDELL71 ELL
Report

SDADMS76
ADMNon-
FundedReport

Integrity
StatusReport

Student Integrity
StatusReport

Year-End
Information

Contact for
Questions and
Assistance

Contact for
Comments on the
Newsletter

We're NEW on the Scene!

Inside SAIS is new. We're launching this first issue with the intention of giving you a helpful and informal newsletter.

It will concentrate on presenting a variety of timely and useful information about SAIS.

We've taken part in recent forums where SAIS dominated the conversation. LEA business managers and technical staff said they found Q&A sessions and SAIS discussions with ADE to be very helpful—even when not all the information was new.

Bearing this in mind, we decided to extend our reach from small and moderate gatherings to a larger audience.

Inside SAIS will go to LEA's state-wide.

We'll try to include:

- Timely reminders
- Notice of changes
- Appropriate definitions
- New development alerts
- Explanations and clarifications
- Frequently asked questions (with answers!)

...and along the way we'll try to squelch rumors. ***Inside SAIS*** will be published on an as-needed basis. When each issue is published, we'll have it posted simultaneously on the ADE web site, and kept there to be available for future reference.

We hope this first issue of ***Inside SAIS*** will mark the beginning of an effective information source to help all school districts and charter schools.

The Scoop on SAIS REPORTS

SDSPED71 SPED Report.

This report shows all students (for the requesting school) who have SPED, with or without active services, and who passed Integrity. The report also has an indicator to show whether the student has an active ELL program.

— Both of these reports show **ONLY** students who have **PASSED INTEGRITY**—

If students are missing from the reports, the integrity status reports should be checked to verify whether those students failed integrity. If the students do not appear to have failed integrity, the transaction status must be checked to ensure that there were no errors in the SPED transactions uploaded to SAIS.

SDELL71 ELL Report.

The **SDELL71 ELL** report shows all students (for the requesting school) who have passed Integrity.

For help reconciling ADM Counts:

<http://www.ade.az.gov/misbulletinboard/ADMSGuide1-16-03.doc> (word format)

<http://www.ade.az.gov/misbulletinboard/ADMSGuide1-16-03.pdf> (pdf format)

Activity Report - for updated information on dates for aggregation/reports, etc.

<http://www.ade.az.gov/schoolfinance/BulletinBoard/ActivityRpt.pdf>

For any SAIS questions, your Regional Training Centers should be the first place to find answers



More about Reports

Arizona Department of
Education

Management information
systems

1535 West Jefferson
Phoenix, Arizona 85007

You can find us on
the Web at
[Http://www.ade.az.gov](http://www.ade.az.gov)
v
...then click
on MIS
(under
“bulletin boards” at
lower right)

SDADMS76 ADM Non-Funded Report

***New...** this report is now also available at district level!

This report will show all students (for the requesting school) who are ineligible for ADM funding if the student is in any of the following categories:

- Private paid or no tuition charged (Tuition Payer is set to 2)
- Underage or becomes Overage within period of membership
- Foreign exchange
- In Preschool and does not have a valid SPED need
- Submitted with an FTE of zero

ADM counts for students appearing in the report will reflect in the *Student Counts ADMS45-1 report* under Non-Aid (with one exception: Preschool without disabilities).

This report is available in portable document format (PDF), as well as in text comma-delimited file. It is updated after every Aggregation run.

Note: The report does **NOT** show students who are excluded from funding because they failed integrity. Integrity reports must be checked for those students.

If students appear on the *ADMS72* report, but not on the *ADMS75* report, the *SDADMS76 ADM Non-Funded* report and your integrity reports together should show why those students are not receiving funding.

Integrity Status Report Student Integrity Status Report

These reports, available from the Student Detail Download page, have been updated to reflect the integrity split changes that were implemented on April 30 2003

Year-End Information

With the school year coming to an end, there are a few points to keep in mind about SAIS:

Year End Reporting for FY2003 will be done in aggregated form as it was done in previous years.

However, SAIS does expect a **final transaction** to be submitted **for each student** finishing the year at each school.

The transaction is called a *Year End Status transaction*, and it includes the student's year end status code. If LEA's are unsure how to either close off the school year in their SMS, or create these transactions once school is over, they should contact their SMS vendor for guidance.

With one exception, changes to FY2003 SAIS data can be submitted until August 15, 2003. The exception: Federal SPED counts will be taken from SAIS data submitted by 7/3/2003.

Once counts are accurate and further changes are unnecessary, data will not have to be submitted to SAIS again, until after school begins in the fall (even if the 20 day submission rule is exceeded).

ADE will expect to receive the first FY2004 file containing enrollments for all the students who arrive for school. These can be submitted up to 20 days after school has started, though submitting every ten days is strongly recommend.

When school begins, some expected students (either continuing students or students expected to attend from feeder schools) may not appear. ADE expects to receive Summer Withdrawal transactions for these students, **NOT** enrollments followed by withdrawals!. The Summer Withdrawals that occur during the course of summer 2003 are used towards FY 2004 reporting (**NOT** FY 2003 reporting)

Anyone having questions regarding summer withdrawals should contact Brian Owin , ADE Research and Policy, BOwin@ade.az.gov

File sequence numbers continue across fiscal years, they do **NOT** restart at 1 each Fiscal Year.

FY2004 changes are available now on the web. Please go to the SAIS Requirements page:

<http://www.ade.az.gov/sais/saisdbdocs.asp>